JOB DESCRIPTION APPRENDIX A - ADDITIONAL INFORMATION

We employ more than 7,000 staff who deliver compassionate care from our two main hospitals, Calderdale Royal Hospital and Huddersfield Royal Infirmary as well as in community sites, health centres and in patients' homes. We also are incredibly proud to have more than 200 volunteers here at CHFT.

We provide a range of services including urgent and emergency care; medical; surgical; maternity; gynaecology; critical care; children's and young people's services; end of life care and outpatient and diagnostic imaging services. Our community diagnostic centres at Broad Street Plaza in Halifax and Southgate in Huddersfield offer planned diagnostic tests away from a hospital setting, in a town centre location.

CHFT is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

One Culture of Care

Our vision is to provide **One Culture of Care** for one another in order that we can provide compassionate care for the people who use our services. We are passionate about creating a workplace where we work together to get results, encouraging colleagues to have their say, in order to co create the change we want to see. We take pride in the diversity of our workforce that's why we encourage applications from all. Reasonable adjustments will be made for disabled applicants.

We look after each other with the same care and compassion that we show to our patients, colleague engagement, and creating an open, honest, and inclusive organisation is high on our agenda. Our 4 values supporting One Culture of Care are;

1. We *put the people first*
2. *We go see*
3. *We work together to get results*
4. *We do the must do's*

These values underpin our strategy and our vision, that together we will deliver outstanding compassionate care for our patients and One Culture of Care for our colleagues.

Flexible working

We are open to considering a wide range of flexible working arrangements. There are opportunities to flex the days of the week, hours and times of work and place of work including: part-time, job-share, flexible working hours and the possibility to work from home when appropriate. Please talk to us during the interview process to discuss any flexibility that you may require.

Guarantee interview scheme (GIS)

Within your application, you will be asked if:

- you consider yourself to be disabled under the Disability Confident Scheme
- you are a current member or veteran of the armed forces
- you are a care leaver, have any experience of being in care, or of being within the care system

If you have answered yes to any of these questions and you meet the essential criteria for a role, you will be selected to attend an interview or assessment.

We support and acknowledge the Disability Confident Scheme. You will also have the option to ask for reasonable adjustments to support you in completing your application or during interviews and assessments. If you ask for reasonable adjustments or support, a member of the recruitment team or recruiting manager will contact you to discuss your needs.

We received our Silver Award from the Defence Employer Recognition Scheme which is helping actively promote SaBRE - Supporting Britain's Reservists and Employers. This means that we provided its statement of intent to support all Defence personnel and we welcome application to work for us.

We are a member of the Care Leaver Covenant. As a result we are committed to supporting for care experienced young people into employment through GIS.

Artificial intelligence

We understand that more applicants are using AI technology to help with their applications. While these tools can be useful, they cannot fully capture your skills, knowledge, and experience. It's important that you personalise your application. Relying solely on AI is not recommended, as it may reduce your chances of success. Our screening process is thorough, so if you have used AI, please make sure to disclose this on your application form.

General

Must be eligible to work in the UK.

Candidates who require a Skilled Worker visa to work in the United Kingdom can determine the likelihood of obtaining a Certificate of Sponsorship for this position by assessing their circumstances against the criteria specified on the Check if you need a UK visa - GOV.UK website. We encourage all applicants to review these criteria carefully to understand their eligibility for sponsorship. Any roles where CHFT are not eligible to apply for Skilled Worker visa sponsorship under current UK immigration requirements will be stated on the advert. For these roles, applicants must already have the right to work in the UK without sponsorship.

Ability to work in various locations throughout the network of services provided by Calderdale and Huddersfield NHS Foundation Trust.

Research and Development

The Trust is committed to delivering outstanding care to our patients, this means providing access to new and novel treatments through our participation in clinical research. We would like all CHFT colleagues to share our ambition to deliver excellent outcomes and compassionate care through research that, not only advances science, but enhances our services, promotes economic growth and ultimately, enhances the health and wellbeing of our population. As such, the Trust's Research & Clinical Strategies encourages all clinicians, nurses, midwives & Allied Health Professionals (AHP) to embed research in every-day practice and participate in high quality studies, with particular emphasis on work supported by the National Institute for Health Research and industry sponsored trials.

If you become involved in any research activity, you are required to comply with the UK Policy Framework for Health and Social Care Research, Good clinical practice (GCP), internal standard operating procedures (SOPs) and any other regulatory requirements. The UK Policy Framework for Health and Social Care Research can be accessed at https://www.hra.nhs.uk/planning-and-improving-research/policies-standards-legislation/uk-policy-framework-health-social-care-research/uk-policy-framework-health-and-social-care-research/. ***In brief, it is important to note that research in this context includes, but is not limited to, research to develop standards of patient care and treatment, as part of** the Trust*'s* Research and Clinical Strategies.

In more detail, research is a process that asks important questions and seeks to answer them through well designed studies and appropriate methodologies. It uses qualitative and quantitative methods, including hypothesis testing. Its aim is to generate new knowledge that may subsequently be useful in improving the effectiveness of healthcare.

This guidance covers all research and development projects whether internally or externally funded, unfunded (commonly known as own account work) and student research including projects, dissertations, and theses.

You are under an obligation to report any suspected misconduct in research. Any misconduct or breach of the research obligations will be treated as a disciplinary matter and dealt with under the Trust's disciplinary procedure.

Equality Impact Assessment

CHFT aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status, or civil partnership.

Probationary Periods

All staff new to the Trust are required to undergo a 6-month probationary period (except medical staff and staff on temporary or fixed term contracts for 6 months or less who are subject to separate arrangements). All existing Trust staff

transferring internally to a new post within the Trust are required to undergo a modified probationary period of 3 months.

Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation. The Safeguarding Policies place a duty upon every employee who has contact with children, families, and adults in their everyday work to safeguard and promote their welfare. If you have concerns about possible harm to any child or adult you should contact your line manager immediately or in their absence your Assistant Divisional Director. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adult's welfare. These individuals can be reached through switchboard during office hours by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition, the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

- CHFT Safeguarding Children Policy
- Safeguarding Board Procedures for West Yorkshire www.calderdale-scb.org.uk or www.kirklees.gov.uk/safeguarding
- CHFT Safeguarding Adults Policy
- CHFT Procedure for Managing Allegations Against Staff

Health

Able to fulfil the health requirements of the post as identified in the Job Description, considering any reasonable adjustments recommended by Occupational Health.

Healthcare Associated Infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene including the 'naked below the elbow' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring that adequate resources are available for you to discharge your responsibilities.